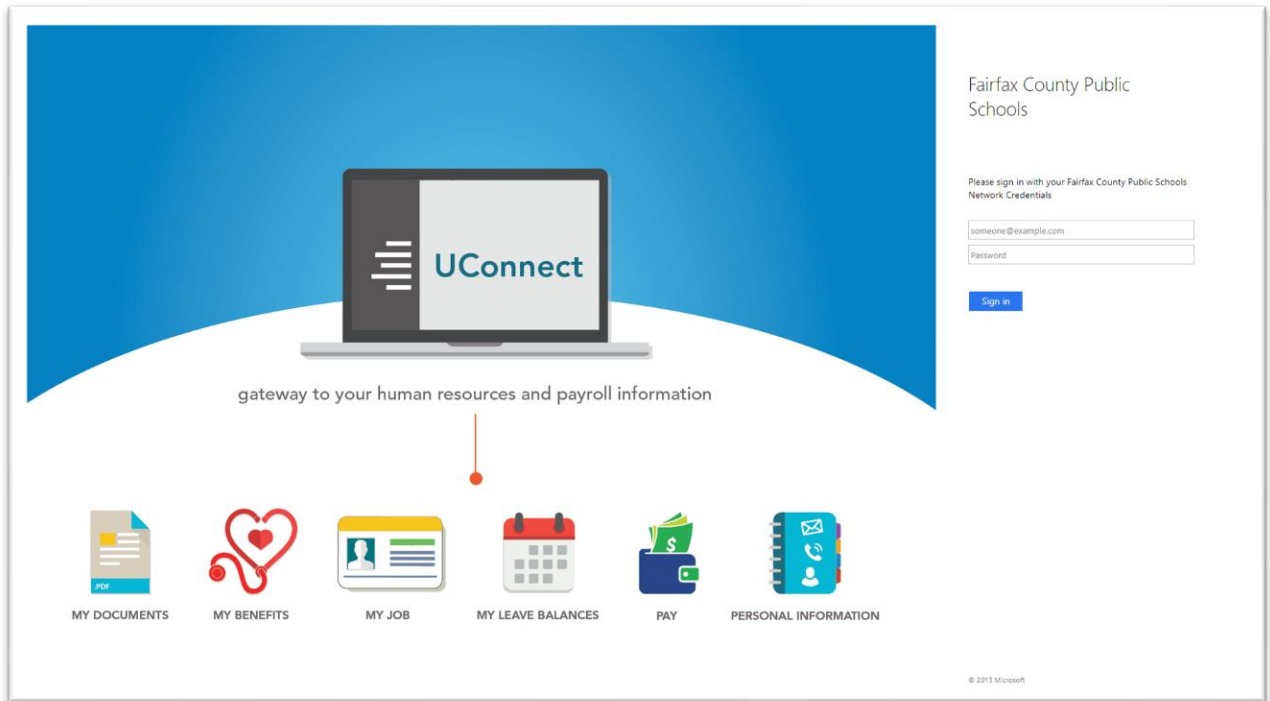


# Online W-2 Access Guide

This guide is designed to assist employees in authorizing and accessing their **W-2s** via **Uconnect** (starting with calendar year 2022).

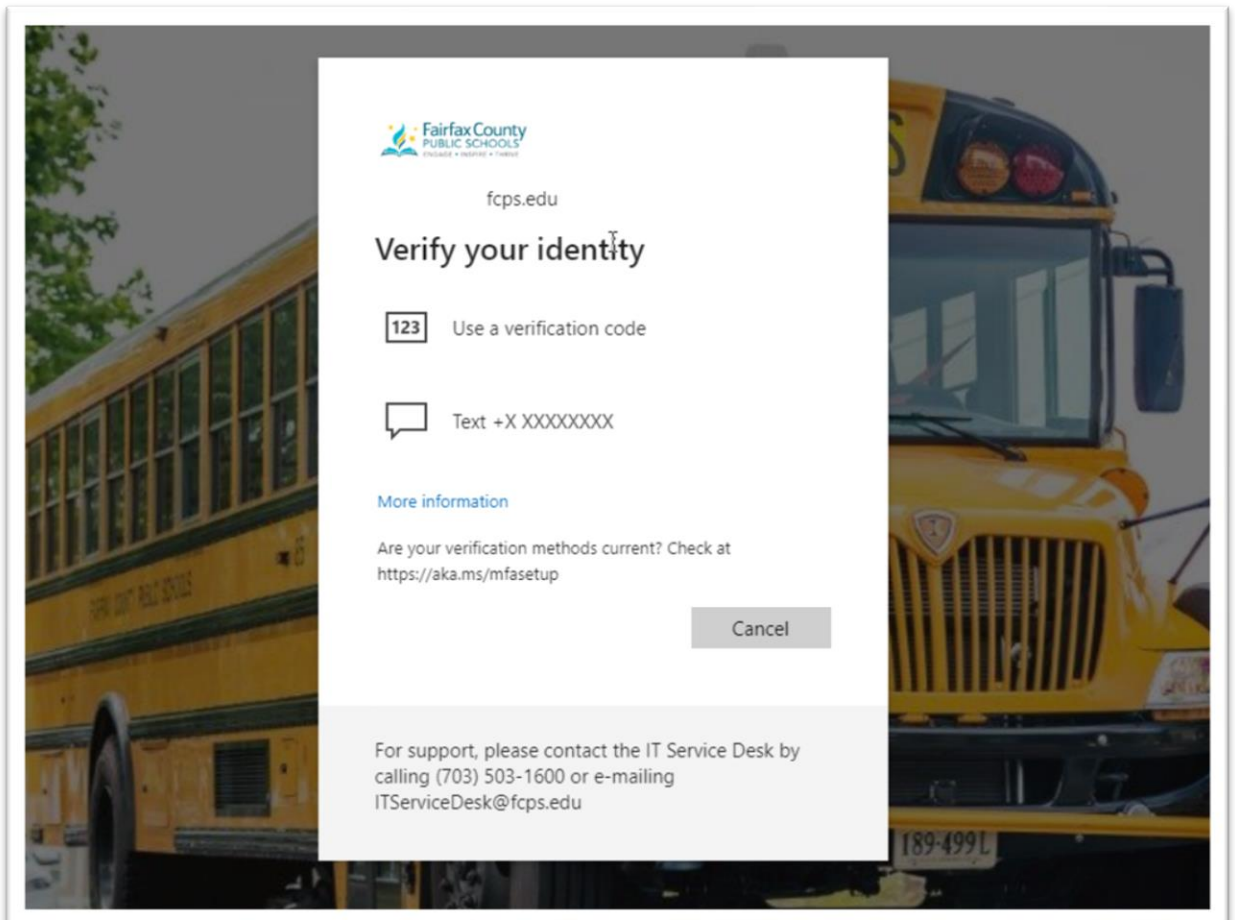
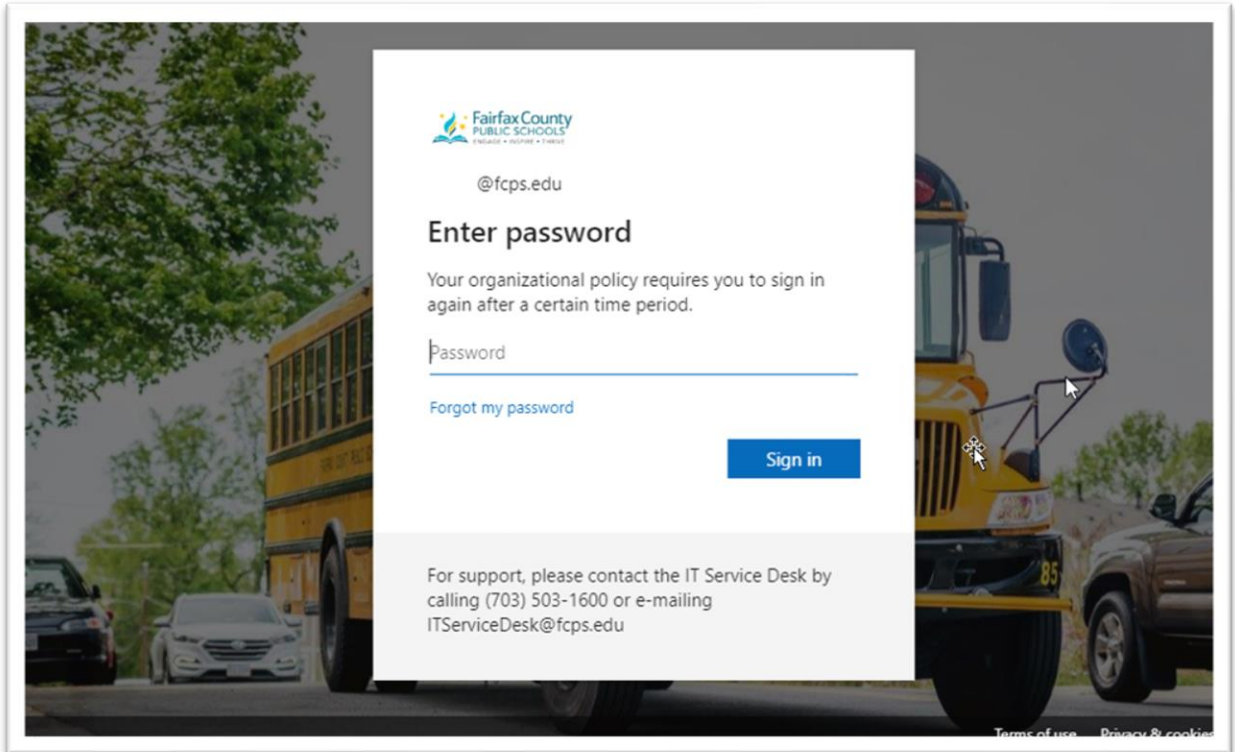
- 1.) Visit **FCPS UConnect** (<https://uconnect.fcps.edu/>) and login using your FCPS user name and password.

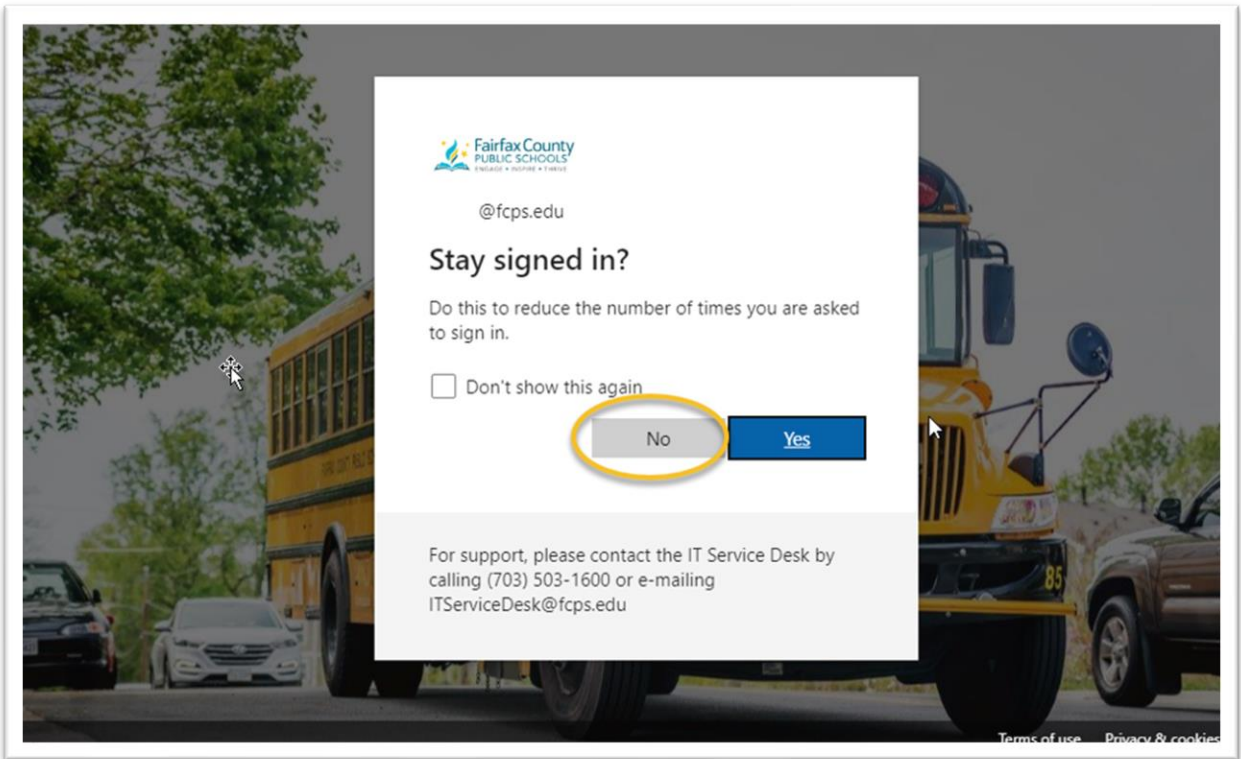
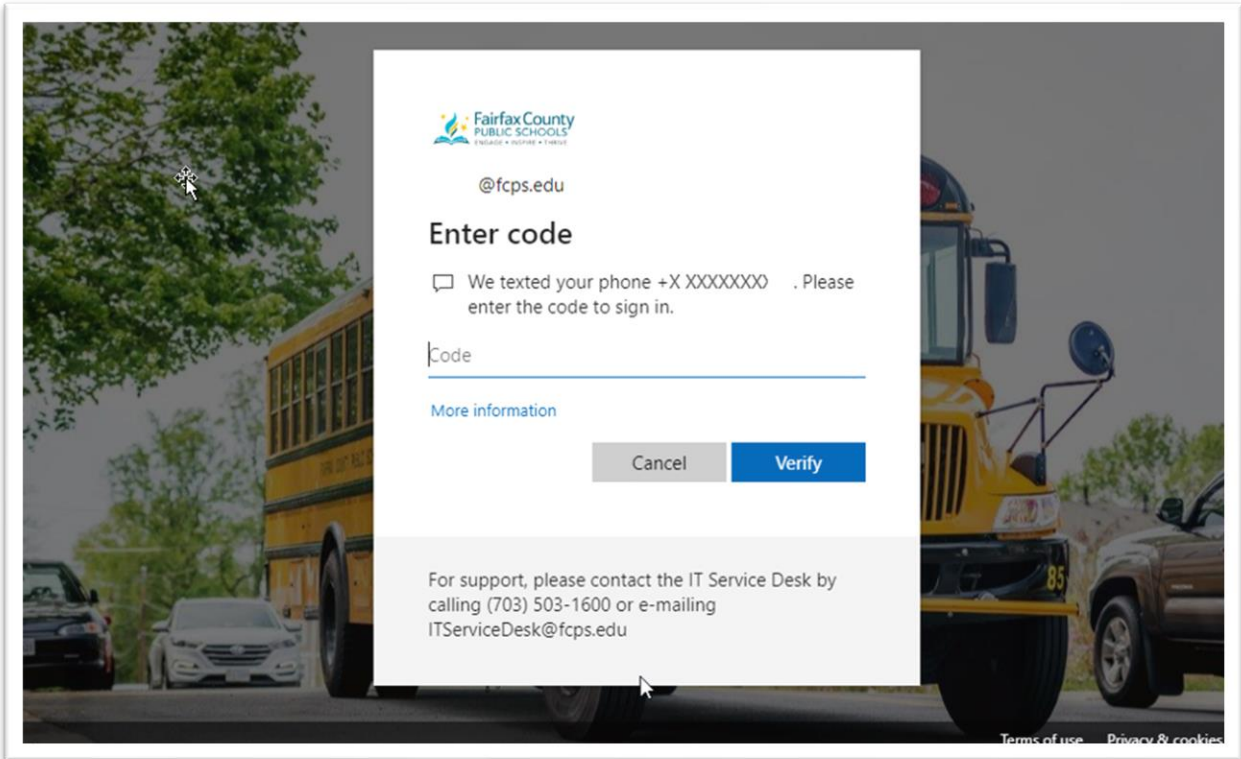


- 2.) Once logged in, follow the tabs for **“Bookmarks”** → **“Employee Self-Service”** → **“My Documents”**

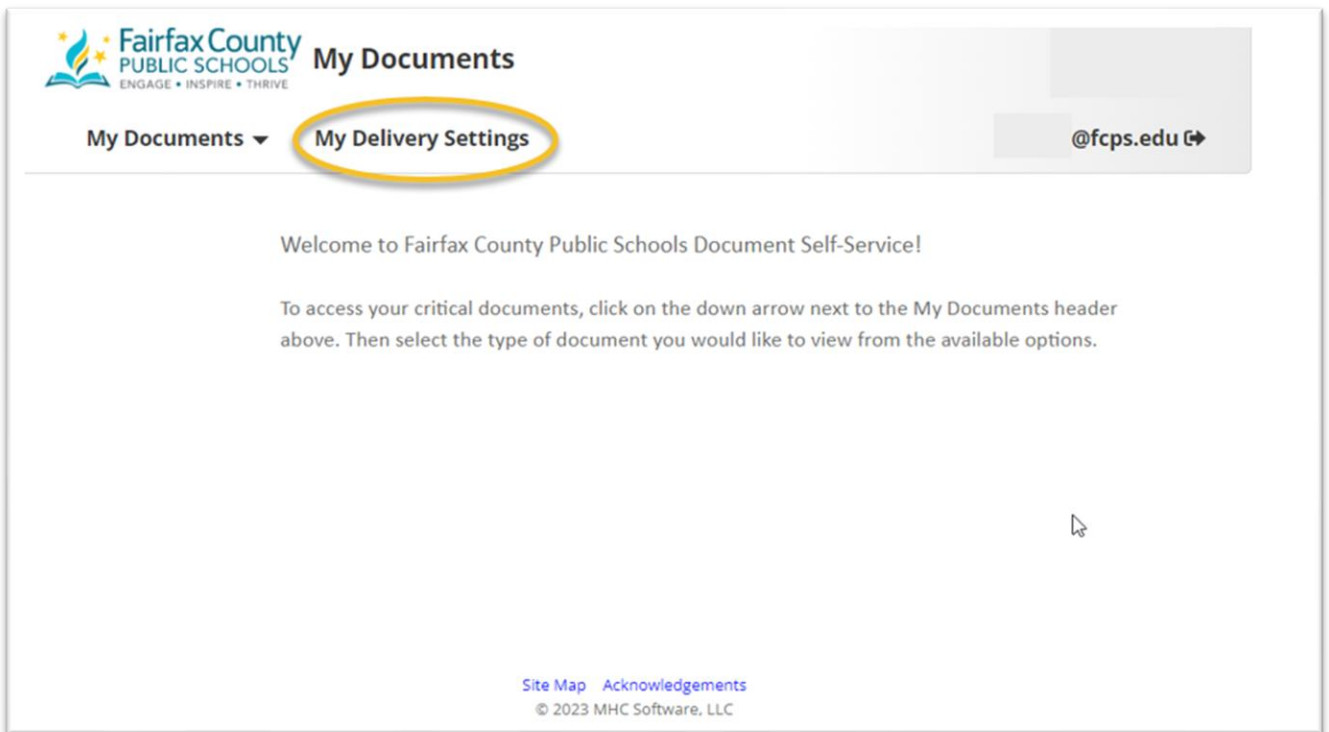
<b>To access information</b>	<ol style="list-style-type: none"><li>1. <b>Click</b> on <i>Bookmarks</i>.</li><li>2. Then, <b>hover</b> over <i>Employee Self-Service (or Manager Self-Service)</i> to view the menu options.</li><li>3. The menu options will appear as a drop-down list.</li></ol>
<b>To select a menu option</b>	<ol style="list-style-type: none"><li>1. <b>Hover</b> over a menu option in the drop-down list and <b>click</b> on it.</li><li>2. Some options in the drop-down list have an extended drop-down list from which to select a sub-option.</li></ol>
<b>To return to the main page</b>	<ol style="list-style-type: none"><li>1. <b>Click</b> <i>Lawson Home</i> in the upper right-hand corner.</li></ol>
<b>To log out</b>	<ol style="list-style-type: none"><li>1. <b>Click</b> on the arrow in the upper right-hand corner.</li></ol>

- 3.) After clicking the “My Documents” link, a new window should open. You will be prompted to re-enter your FCPS password. You will also be prompted to complete MFA by entering a code sent to you. If you do not yet have MFA set up, please see ([https://itweb.fcps.edu/MFA/Assets/MFA\\_FAQ.pdf](https://itweb.fcps.edu/MFA/Assets/MFA_FAQ.pdf)).





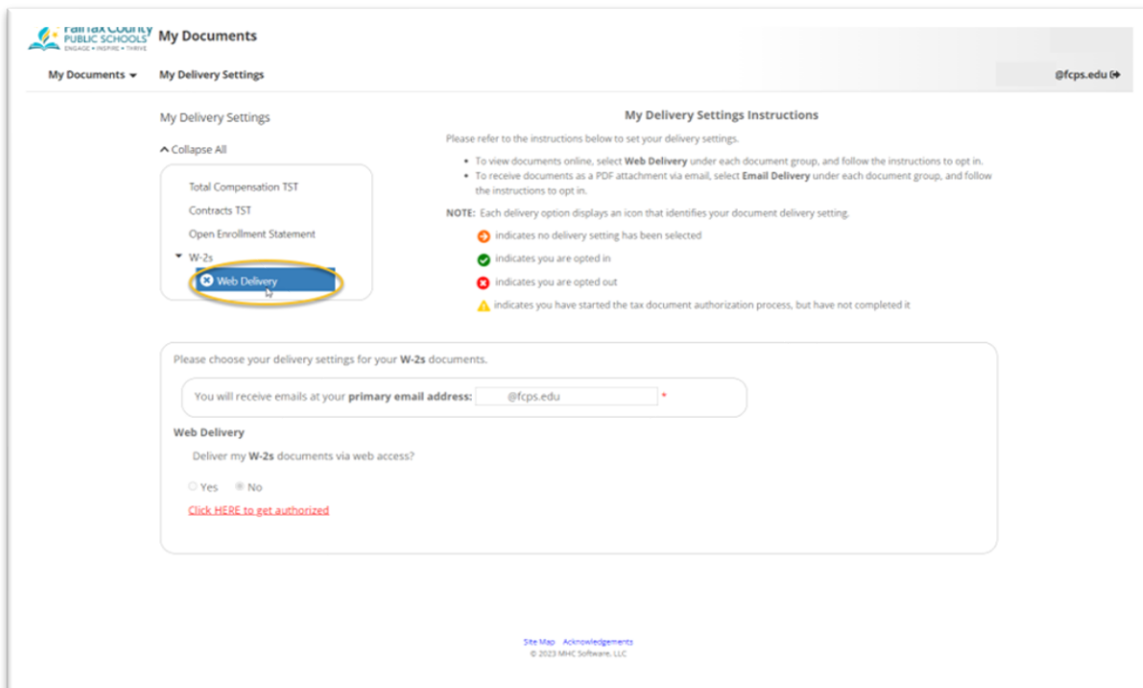
4.) This will then bring you to the Welcome page. On the top left, select “My Delivery Settings”



5.) To access your W2 via Uconnect, you will need to follow the authorization process. Click on “Web Delivery” to begin the authorization process.

**AUTHORIZATION PROCESS:** By default, all employees are initially considered Opted-out, which means your W-2 will not be accessible online and will only be mailed to you. If you remain Opted-out up to when W-2s are processed, then you would only receive a printed W-2 for the year.

Opting-In gives you the ability to view and print your own W-2(s), as needed. If you want to Opt-in, you will only need to do this once. This setting can be reviewed and changed later by following the Opt-out instructions in step 7.



To proceed to Opt-In, you must click the **“Click HERE to get authorized”** button.

Please choose your delivery settings for your W-2s documents.

You will receive emails at your primary email address: @fcps.edu

**Web Delivery**

Deliver my W-2s documents via web access?

Yes  No

[Click HERE to get authorized](#)

The next page will prompt you to carefully read the authorization statement and print a test page. Print the test page by clicking the **“Print Test”** button. This will bring up a link to a generic sample W-2 that will allow you to test viewing and printing a sample PDF.

**Authorization Started**

I wish to receive my W-2 electronically in Uconnect. I understand that I could receive my W-2 form as a printed document at no charge. I understand that I might be required to attach W-2 form to my tax returns that would require printing my W-2. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print. I was able to print the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available no later than January 31 annually. I will be notified by email when my W-2 is available online. Once published in UConnect my W-2 will be available for re-print.

**You must successfully print a test page before you agree.**

[Print Test](#)

After you have clicked and viewed the [Tax Document in PDF Format](#) sample, you will confirm that you can view/print it by click on **“Yes”**.

**Authorization Started**

I wish to receive my W-2 electronically in Uconnect. I understand that I could receive my W-2 form as a printed document at no charge. I understand that I might be required to attach W-2 form to my tax returns that would require printing my W-2. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print. I was able to print the sample W-2 successfully.

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**You must successfully print a test page before you agree.**

View a sample [Tax Document in PDF Format](#) and print it.

Were you able to print it successfully?

Yes  No

Make sure you have reviewed the compliance message, then click on **“I Agree”**.

**Authorization Started**

I wish to receive my W-2 electronically in Uconnect. I understand that I could receive my W-2 form as a printed document at no charge. I understand that I might be required to attach W-2 form to my tax returns that would require printing my W-2. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print. I was able to print the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available no later than January 31 annually. I will be notified by email when my W-2 is available online. Once published in UConnect my W-2 will be available for re-print.

**I Agree**

On this next page, your FCPS email will generate in the **“Primary email address”** field. Next to the **“Web Delivery”** options, click on the **“Yes” radio button** if you’d like to Opt-in or **“No”** if you would like to Opt-out of online W-2s. Reminder, choosing to Opt-in indicates you will be receiving future W-2 deliveries via UConnect and can view/print your W-2s. Opt-out will not give you access to your W-2s via Uconnect. Once ready, click **“Submit”**.

Please choose your delivery settings for your W-2s documents.

You will receive emails at your **primary email address**: @fcps.edu \*

**Web Delivery**

Authorization Started - clicking Submit completes your authorization

Yes  No

Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

**Submit** **Cancel**

A green check mark will appear once you have successfully Opted-In. You will receive an email confirmation of your Opt-in action.

**Fairfax County Public Schools** My Documents

My Documents ▾ My Delivery Settings @fcps.edu

My Delivery Settings

^ Collapse All

- Total Compensation TST
- Contracts TST
- Open Enrollment Statement
- W-2s
  - Web Delivery**

**My Delivery Settings Instructions**

Please refer to the instructions below to set your delivery settings.

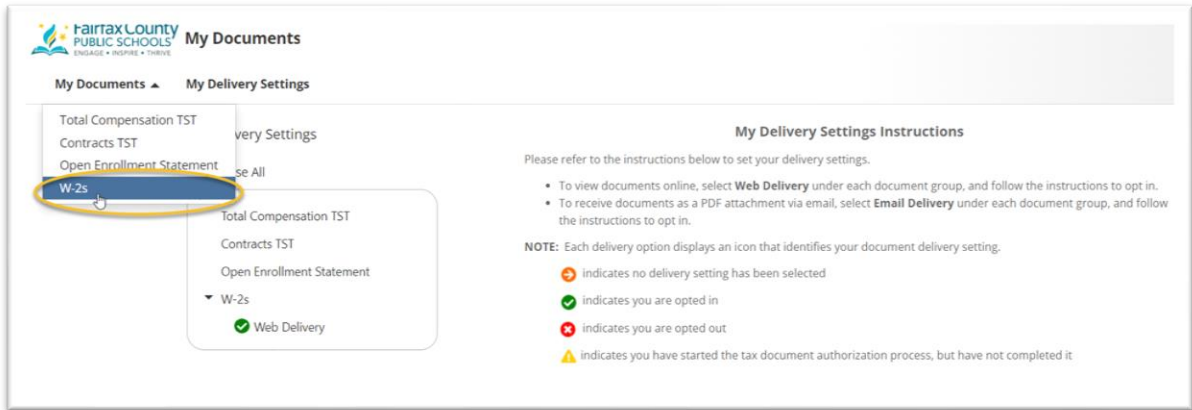
- To view documents online, select **Web Delivery** under each document group, and follow the instructions to opt in.
- To receive documents as a PDF attachment via email, select **Email Delivery** under each document group, and follow the instructions to opt in.

**NOTE:** Each delivery option displays an icon that identifies your document delivery setting.

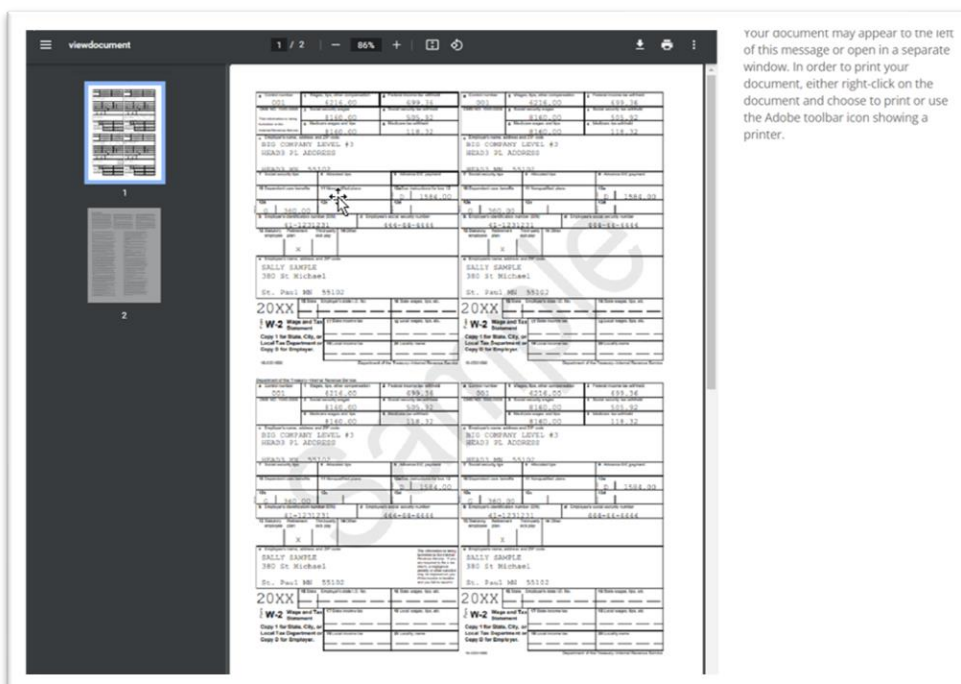
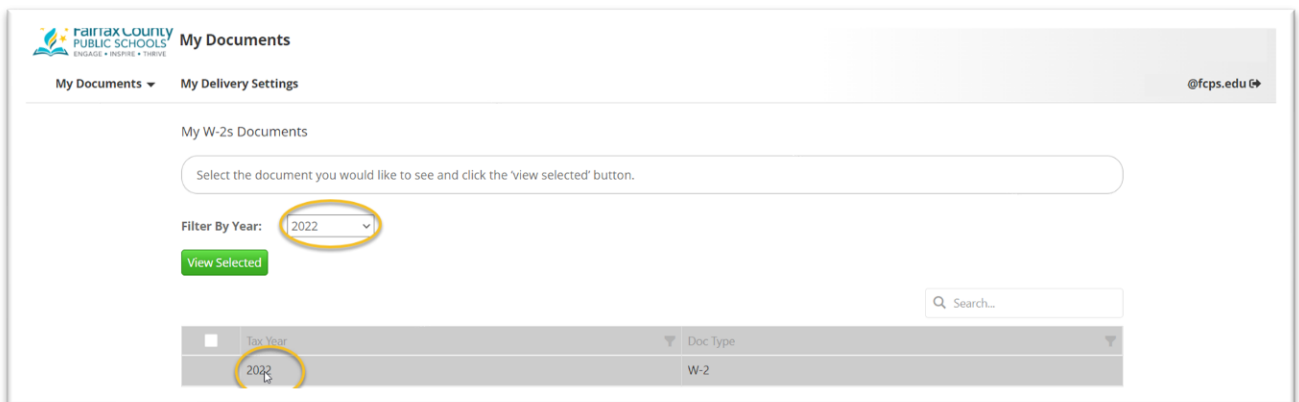
- ⊕ indicates no delivery setting has been selected
- ✔ indicates you are opted in
- ⊗ indicates you are opted out
- ⚠ indicates you have started the tax document authorization process, but have not completed it

Site Map Acknowledgements  
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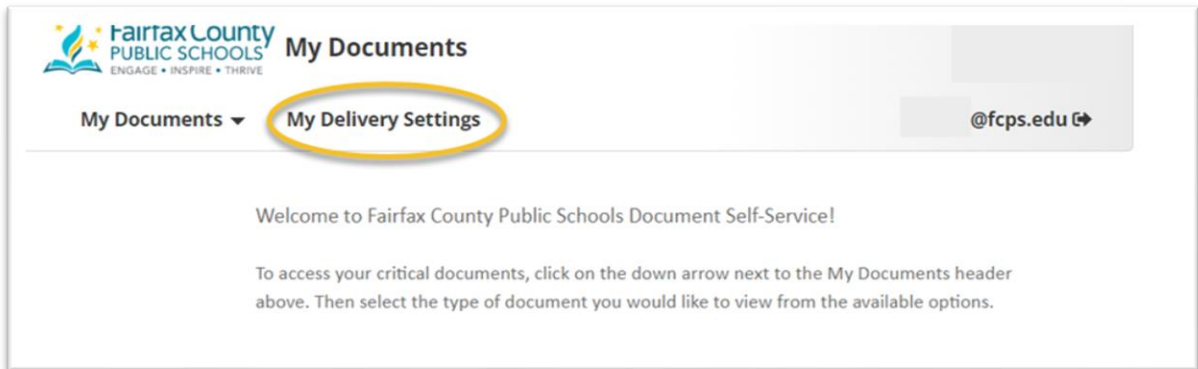
- 6.) **ACCESSING YOUR W-2 TO VIEW/PRINT:** After opting in for online W-2s, access to any of your published W-2s will be available by clicking on the “**W-2s**” link under “**My Documents**” in the left drop down menu. This will bring you to a page with a list of your published W-2 documents, by year.



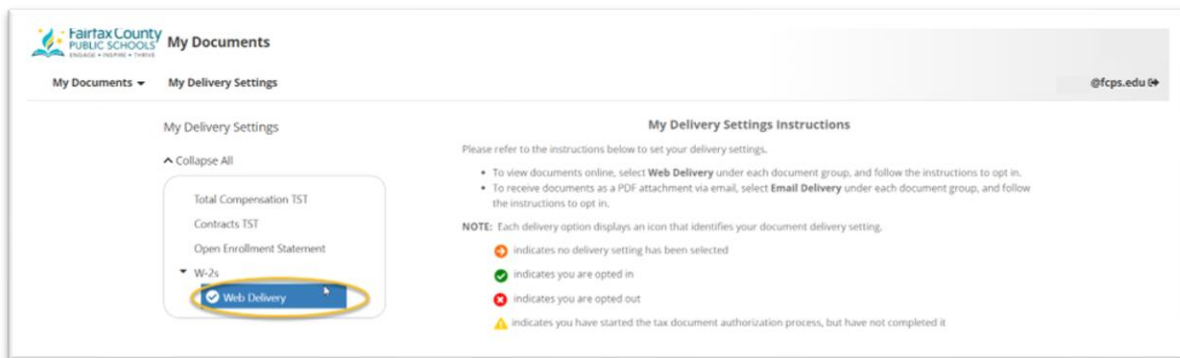
To view and print a published W-2, use the drop-down box to select the year (or [All] to see all years available) then click on the year you would like to view. The document should open in a separate tab/window for viewing/printing.



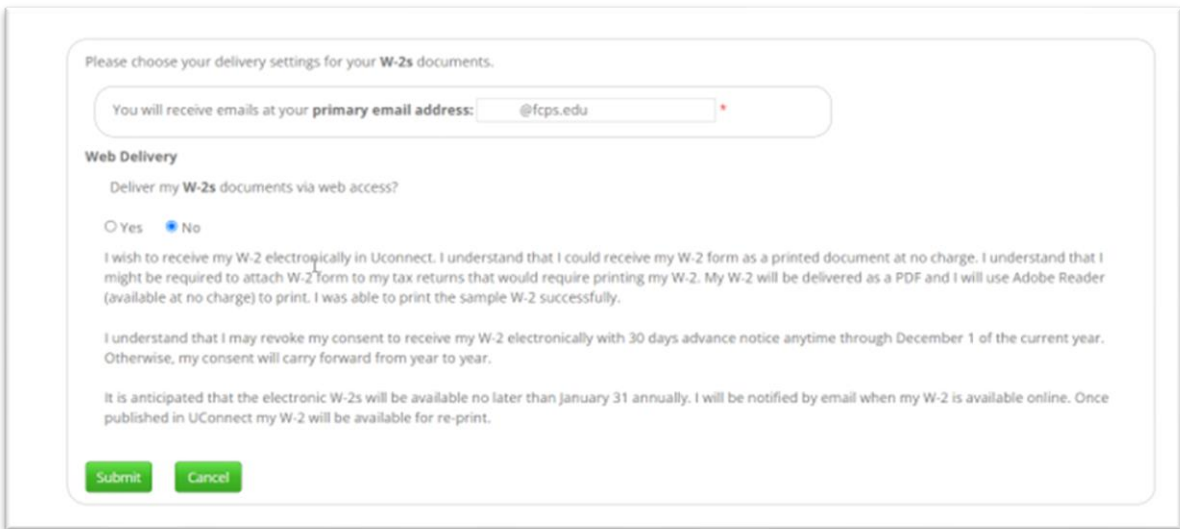
- 7.) **Opt-out of the Online W-2 Delivery:** If you would like to **Opt-out** of the online W-2 delivery option go to **“My Delivery Settings”** and click on **“Web Delivery.”** Check the **“No”** Radio button-and click **Submit.** By *opting out of the online W-2 delivery you will no longer have access to your W-2 in Uconnect.* You will receive an email confirmation of your Opt-out action.



a.




b.



c.



 **My Documents**

My Documents ▾ My Delivery Settings @fcps.edu ↗

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**My Delivery Settings**

^ Collapse All

Total Compensation TST

Contracts TST

Open Enrollment Statement

▾ W-2s

Web Delivery

⌵

**My Delivery Settings Instructions**

Please refer to the instructions below to set your delivery settings.

- To view documents online, select **Web Delivery** under each document group, and follow the instructions to opt in.
- To receive documents as a PDF attachment via email, select **Email Delivery** under each document group, and follow the instructions to opt in.

**NOTE:** Each delivery option displays an icon that identifies your document delivery setting.

- indicates no delivery setting has been selected
- ✓ indicates you are opted in
- ✗ indicates you are opted out
- ⚠ indicates you have started the tax document authorization process, but have not completed it.

d.